



Natural Resources Conservation Service
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September 4, 2007

WEST VIRGINIA BULLETIN NO: WV-360-7-10

SUBJECT: Performance Appraisal Due Date

Purpose: To notify all employees of Performance Appraisal due dates

Expiration Date: This bulletin expires October 31, 2007

Performance Appraisals Due: October 31, 2007

The Performance Appraisal (AD-435) rating period will end on September 30, 2007 for FY 07. All Performance Appraisals are due to be completed and signed by the employee no later than COB October 31, 2007. Performance Standards for FY08 must be established by October 31, 2007.

Instructions on entering Performance Ratings in ICAMS can be found in West Virginia Instruction No. 360-409 (attached below). Further information may be found in the [General Manual 360, Part 409.22](#). Also refer to [National Bulletin 360.7.33](#) dated August 24, 2007.

If you have questions, or need additional information, please contact Karen Fitchett, Human Resources Specialist at (304) 284-7552 or E-mail Karen at Karen.Fitchett@wv.usda.gov.

/s/

KEVIN WICKEY
State Conservationist

Dist: E



Title 360 – State Instructions

WEST VIRGINIA INSTRUCTION NO: 360-409, First Edition

SUBJECT PER: Performance Appraisal Procedures

Purpose: To notify all employees of Performance Appraisal Procedures.

The Performance Appraisal (AD-435) rating period runs from October 1 - September 30 of following year. All Performance Appraisals (AD-435) and Performance Plan, Progress Reviews and Appraisal Worksheets (AD-435A and AD-435B) are due by COB on the last work day in October to ensure timely processing.

The rating will be entered in the current program designated by National Headquarters. Supervisor's please remember to "save" your work. **Saving or printing the rating before you are completely finished with the rating will forward an incomplete rating to the reviewer. The reviewer must adhere to number 3 (three).**

Further information may be found in the General Manual 360, Part 409.22.

1. Upon rating the employee, the supervisor will save the rating which is automatically forwarded to the reviewing official.
2. Ratings may not be communicated to employees prior to approval by the reviewing official. Once approved by the reviewer the AD-435 will be forwarded to the supervisor and the employee.
3. If the rating is for an **"Outstanding"** rating, the **reviewer does nothing in ICAMS** until the rating has been discussed with the State Conservationist.
4. After the State Conservationist decision the reviewer either signs/saves the approved Outstanding rating or returns the rating to the supervisor to make the needed changes.
5. It will then be forwarded to the employee for their electronic signature.
6. After the employee reviews the rating, he/she should save the rating in order to incorporate the rating into the National Finance Center database.
7. Ratings of "Fully Successful or "Superior" need not be concurred by the State Conservationist prior to signing and discussing the rating/appraisal with the employee.

8. If a supervisor rates an employee at either the “Exceeds Fully Successful” or “Does not Meet Fully Successful” level on the AD-435A, or, AD-435B, document the justification in the “Accomplishments” section on the form.
9. Documentation is not required for elements rated at the “Fully Successful” level, but may be included if desired.
10. If an employee is to be rated “Unacceptable,” the supervisor will contact the Human Resources Office for assistance, prior to review with the employee.
 - a. An employee that is receiving a “Does Not Meet Fully Successful” should be aware of this before the end of the rating period and the supervisor has taken action to help the employee improve on his/her performance.
 - b. If a critical element is rated “Does Not Meet,” the supervisors must discuss this situation with the Human Resources Office before the rating is recorded. This type of rating should be rare.
11. Again, all Performance Appraisals are due by COB on the last work day in October.